

STATE OF NORTH CAROLINA

NC EDUCATION LOTTERY



IMPORTANT RFI ADDENDUM

August 1, 2008

THIS RFI ADDENDUM DOES NOT HAVE TO BE RETURNED:

RFI NUMBER: LC-61002
ADDENDUM NUMBER: 2
PURCHASER: Michele Goff

COMMODITY: Background Investigations
USING AGENCY: North Carolina Education Lottery
OPENING DATE/TIME: August 7, 2008; 2:00pm EST

QUESTIONS AND ANSWERS

- 1.) **We are not formally licensed in the state of North Carolina and question our ability to proceed with bid # LC-61002. Please provide clarification as to whether or not vendor acceptance is contingent on state licensure. If so, we will attempt to secure the status requested by bid opening. Would our bid be accepted if, in fact, state licensure takes longer than the bid opening date?**

North Carolina has no reciprocity agreement with some states, therefore you would have to be licensed and registered with the office of the Attorney General, Private Protective Services Division and the Secretary of State's Office. Registration with Private Protective Services Division takes a minimum of 90 days, probably closer to 120 days.

- 2.) **Will you please post/provide a current copy of the contract with pricing and identify the current vendor?**

The NCEL has only been in business for 2+ years and have not operated under a contract for background investigations. However, we have worked with the following companies in the past:

Risk Management Associates in Raleigh, NC
Batten Investigations, Pinehurst, NC
Southeastern Investigations, Fayetteville, NC

A price is not available due to variables encountered during the background investigation.

- 3.) **Will the NC Education Lottery Commission provide investigators with a full application by the subject, including identifying information such as: DOB; POB; SSN; prior residences; where he/she attended school; references, etc?**

Yes.

- 4.) **If a background investigator receives a case to work, and is only licensed in NC, and the subject lists areas to be investigated in other states, how will the NC Lottery Commission handle this situation. Can the investigator contact an investigator in another state to obtain the information?**

The successful vendor will have to determine the appropriate methodology to complete a thorough background investigation.

- 5.) **Will the NC Lottery Commission provide a Release of Information form from the subject that will enable the investigator to obtain information from schools; employers, credit bureaus?**

Yes.

- 6.) **I am employed, on a part-time basis, with the Federal government, and I conduct security background investigations on applicants for Top Secret clearance positions. These reports are confidential and cannot be released to the NC Lottery Commission as is requested in Question #3 in section V of your RFI No. LC-61002. What other option do I have to complete this question?**

Simply state what you just said.

- 7.) **Since I am only licensed as a Private Investigator in North Carolina, and a case requires out-of-state information, how should I, as a North Carolina private investigator submit the costs for an out of state investigation?**

Your hourly out of state "field" investigative rate should be the same as your in-state rate.

- 8.) **What amount has been allotted for mileage by an investigator?**

The NCEL will not compensate the successful vendor for mileage.

- 9.) **Are normal incidentals covered for an investigation such as hotels, food, obtaining documents during an investigation?**

No.

- 10.) **Section III, A, 2**

We interpret this requirement to read:

"Vendor employees assigned to conduct the background investigation shall have a minimum of:

- 10 years of law enforcement investigative (detective/agent) experience OR**
- 10 years of private investigative experience OR**
- equivalent training and equal years of experience**

which demonstrates the capacity to handle the NCEL Security Division background requirements."

Is this correct?

Yes.

11.) Section III, E, 2

“Background Investigations will be conducted in full compliance with NCEL format requirements” and “NCEL will provide” a required format.” Can this be provided as part of this RFI process? Can we see the format in advance?

The successful vendor will receive formal training regarding the NCEL format requirements. The format includes a cover sheet, synopsis, and detailed narrative style documentation of each interview conducted as well as database documentation and follow-up interviews to address any civil, financial, educational, driver history or criminal history issues.

12.) **Applicant interviews: When an applicant is out of state will the vendor still be required to do a face to face interview or will a telephone interview be acceptable? If a face to face is needed will the applicant be required to pay their expense to travel and meet the investigator or will the investigator include the travel in their budget for the background?**

Telephone interview is acceptable.

13.) **Corporate backgrounds: Corporate backgrounds usually consist of checking not only the background and reputation of the corporation but its officers as well. Will the corporate backgrounds consist of backgrounds on all corporate officers? How many years back will the check on the corporation be required to go? Will the NCEL require backgrounds on majority owners/stockholders? In other words, how deep will the corporate background be required to go and how far back in time?**

The corporate backgrounds conducted by the successful vendor will have to comply with NCGS 18C-151 (C). The background will go back at least ten (10) years.

14.) **If a courthouse record needs to be obtained for further review which is located in another state than the vendor. Is it permissible for us to use a vetted contract employee who lives in the jurisdiction or who is licensed rather than passing on cost of travel and expenses?**

The NCEL will allow the successful vendor to use one of several companies that offer and provide background investigation research to obtain this information.